

CHIEF OF POLICE

NATURE OF WORK

This is administrative and technical police work in the direction of all employees and activities of the municipal police department.

This is an important administrative position involving responsibility for the protection of lives and property in the city through the supervision of all police functions. Work involves the efficient operation of the police department through control of activities, seeing that order is maintained, that laws and ordinances are enforced and by taking measures to prevent crime and protect lives and property. Work also involves the planning of activities and the selection, training, assignment, supervision and discipline of all departmental personnel. The employee consults with the Mayor and City Council in determining plans and policies to be observed in the conduct of police operations and, except for general administrative direction, he/she works independently in carrying on the police department functions. Work is reviewed through discussion of problems to be met and by written activity reports. This position is in the unclassified service and reports to the Mayor.

EXAMPLES OF WORK PERFORMED

In consultation with a superior city official and with the assistance of subordinate supervising officers, formulates policies and regulations governing activities of the police department.

Formulates and prescribes work methods and procedures to be followed by members of the department, appraises conditions of work in the department, and takes necessary steps improving police operations.

Plans and supervises the enforcement of traffic and safety regulations and programs of crime prevention and detection.

Controls the expenditure of departmental appropriations and prepares annual budget estimates.

Plans and directs police training programs.

Cooperates with state and federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the police department are involved.

Directs the proper accounting for money received or disbursed, maintenance and operation of police communications systems and maintenance of all police equipment and other property.

Advises and assists police officers in non-routine criminal or other investigations.

Attends civic club meetings, churches, schools and other places of public gathering to explain the activities and functions of the police department and to establish favorable public relations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of the principles and practices of modern police administration and police methods.

Extensive knowledge of the principles and accepted good practices and procedures as applied to patrol, traffic control and criminal investigation.

Extensive knowledge of the standards by which the quality of police service is evaluated and of the use of police records and their application to police administration.

Extensive knowledge of the types and uses of firearms, communications and automotive equipment used in modern police work.

Thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to police work.

Ability to plan, lay out and supervise the work of a large number of subordinates performing varied operations connected with police activities, to develop proper training and instructional procedures for those employees, and to maintain a high level of discipline and morale.

Ability to establish and maintain effective working relationships with other city officials, state and federal authorities, civic leaders and the general public.

Ability to prepare and present effectively oral and written informative material relating to the activities of the police department.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four year college or university supplemented by a Master's Degree in police administration, public administration, criminology, or related field; and extensive experience in police work in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in police administration, public administration, criminology, or related field and thorough experience in police work in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Candidates for positions in this class must meet such specific physical requirements as are established by the city.